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ABSTRACT

Inviting high school students to be a part of Close Up Washington, this brochure describes a program in which students from across the United States and around the world travel to Washington, D.C., to learn about the workings of the U.S. federal government. The brochure explains benefits of participating in the program and discusses activities in which participants can expect to take part: seminars, briefings, study visits, workshops, student-teacher meetings, and social activities. A sample schedule of activities is included as is information about enrolling in the program and about ways to help student participants prepare for a visit to Washington. Information for teachers and parents is included as well. (DB)

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Close Up Washington

A Civic Learning Program in Washington, D.C., for High School Students

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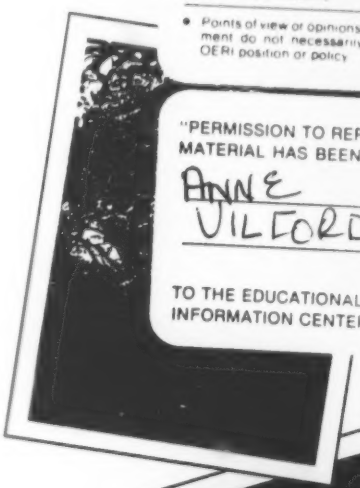

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Dear Student:

Greetings from Washington, D.C.! Thank you for your interest in Close Up Washington, a twenty-year tradition in our nation's capital that just gets better and bigger every year.

You may be wondering: Is this program for me? If you're in the tenth, eleventh, or twelfth grade, then the answer is yes! You don't have to be a straight-A student, a political science expert, or a regular reader of newspapers to participate in Close Up Washington. Some schools establish their own requirements for participation, so check with the Close Up teacher in your school, but generally, if you're interested, you're eligible!

If you enroll in Close Up Washington, you'll be in good company. Since 1971, more than 300,000 high school students and teachers from all fifty states, U.S. territories, and dozens of foreign countries have taken a close up look at our government with the Foundation. We hope you'll join them in this unique opportunity.

You may be curious about the Close Up Foundation. It's a nonprofit, nonpartisan educational organization; it has no affiliation with any branch of government, political party, or interest group. The program presents many sides of the issues, leaving political judgments to the individual. The Washington program is just *one* of the Foundation's many nationwide programs and activities. Close Up also conducts the Citizen Bee, the Program for New Americans, the Civic Achievement Award Program, and the Program for Older Americans. You may have seen some of Close Up's television programs on C-SPAN or used our academic publications in your classes. You may have taken part in one of the more than 200 local and state Close Up educational programs that take place each year. All our educational initiatives help people understand the responsibilities and opportunities of citizenship in the United States.

We invite you to browse through this brochure to learn more about how this program can help you in your studies, in your community, and, most of all, in your role as a citizen of the United States. Feel free to share it with your parents. If you have any questions as you read, ask your Close Up teacher.

Be sure you read over the benefits and special features of the program found on pages 2-5. And don't miss the sample schedule of your week's activities on pages 8-9! The Close Up Washington program price is all-inclusive, covering your transportation, lodging, meals, and much more—see page 10 for a full explanation. You can find out how to enroll, what to read, and even what to pack in the special pull-out section between pages 10 and 11. Just pull out those pages and post them on your closet door or bulletin board.

Of course, there are some rules and regulations to ensure that the program runs smoothly—check those out on pages 13-15. For information on health issues, insurance, and fundraising and fellowship opportunities, see pages 16-19. Finally, if you'd like to see the names of some of the folks who support Close Up, review our Board of Advisors at the back of the brochure. Its members hold a variety of political viewpoints and include representatives of both major political parties. We're proud of their endorsement.

We look forward to seeing you in Washington soon!

Best regards,

The Close Up Foundation Staff

P.S. If your area is not currently a Close Up community, you may participate on a space-available basis as an "at-large" participant. Write Close Up for further information.

Close Up Washington
A Civic Learning Program in Washington, D.C., for High School Students

What Can Close Up Washington Offer You?

You're approaching adulthood. You're making decisions now that will influence the course of your whole life—decisions about your education, your career, and your future. It's an exciting time filled with personal challenges and a world of opportunity.

Close Up Washington can help you explore those opportunities because Close Up is not only a government studies adventure—it's an adventure in personal growth.

During the weeklong Close Up program, Washington, D.C., is your classroom. You visit the halls and committee rooms of government and meet the men and women who influence the course of American politics. You find out firsthand what's going on in America and in the world—and how it affects your future.

In the process, you will strengthen important skills—like effective communication, decisionmaking, debating, and public speaking—that will serve you throughout your school years and professional career. You will fine-tune important social skills as you live and learn with people of diverse cultural, social, economic, and religious backgrounds. Appreciating different viewpoints is what citizenship in the United States of America is all about.

As a young American today, you have an important role to play in the world you'll inherit tomorrow. Throughout the week, you will see again and again that each individual can make a real difference. And although your week will come to an end, your lifelong participation in the U.S. political process is only beginning.

In Close Up Washington, you gain a real-world perspective on government and current issues through direct involvement. And you leave with a better understanding of *your* opportunities in one of the world's great democracies.

"In no way can this experience be compared to textbooks, workbooks, and slides. Being in Washington makes you feel the power and live the government process. The week our group spent in Washington was the most interesting, intellectual, and exciting week I've ever experienced."

Chad Christensen
Arvada West High School
Arvada, Colorado

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on Capitol Hill . . .

Close Up Washington enables you to experience the democratic process from the inside.

Get to Know the Nation's Capital. Early in the program week, a study visit by bus through the city will orient you to Washington, D.C.—seat of the federal government, center for the arts, international capital, city of historic neighborhoods, and site of impressive monuments and museums.

Learn by Being There. As a Close Up participant, you'll take part in daily study visits to places such as the House of Representatives and the Senate, the Capitol, the Supreme Court, the Library of Congress, and various federal agencies. During scheduled independent activity time, you'll have additional opportunities to visit congressional offices and sit in on committee hearings. As you witness the business of government taking place, the things you've read about in textbooks and newspapers will come to life. You will begin to see government as a real and powerful process in which you can play a part.

Talk with the Nation's Leaders. During daily seminars, you'll have the opportunity to question senators, representatives, administration officials, reporters, and lobbyists about what they do and where they stand on national and international issues. Some will be newsmakers whose names and faces you may recognize; others will be behind-the-scenes experts in government and politics.

Uncover Both Sides of the Issues. Onsite Washington seminars give you the chance to challenge the experts—to ask the questions you've always wanted to ask about the major political issues confronting the nation and the world. Because seminar speakers represent both major political parties and a broad spectrum of viewpoints, the answers you get will often be conflicting, sometimes surprising, and always candidly informative. Close Up encourages you to evaluate for yourself everything you see and hear so that you can develop your own ideas and opinions about current issues. The speakers, in turn, will learn from you what young Americans think about their country and its problems and challenges.

"Direct experience is the best way to learn. Being in contact with people whose daily work involves domestic issues or foreign policy is the perfect setting for a learning experience."

Holly Hennessy and Tina Sena
East Boston High School
Boston, Massachusetts

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Close Up Washington offers you the opportunity to make new friends from around the nation.

Meet Students from Other Schools in Your Area and Across the Country. Program weeks are developed for groups from selected regions, or "Close Up communities." The Foundation has communities in all fifty states, the District of Columbia, Puerto Rico, and the U.S. Territories as well as among special groups such as Department of Defense Dependents Schools or foreign students. Each community usually includes a cross section of public, private, and parochial schools from urban, suburban, and rural areas. In most cases, two or three different community groups participate in the program together.

Exchange Ideas with Your Peers. Throughout the week, you'll meet in workshop sessions with approximately twenty students from other communities across the United States. Because you'll be with the same group all week, you'll make new friends—and gain new insights into how others from diverse backgrounds and geographic regions view different issues.

Have Fun. Sharing good times with schoolmates and students from other regions is an important part of the Close Up experience. You will eat at various informal restaurants in the Washington metropolitan area, go to the theater for an evening of entertainment, and relax with your friends, old and new. Finally, you will conclude your week with a banquet and dance.

"Leaving our new friends (from Nebraska and Montana) was so hard. My roommates and I still keep in touch, and one of them might be coming to Hawaii for my graduation."

Ember Azau
Nanakuli High School
Waianae, Hawaii

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Johnston, Jr., chats with a young Close Up constituent from Louisiana.

Close Up can help you in your studies.

Develop Important Academic Skills. During your week with Close Up, you will learn a great deal about current issues and the political process. You will also acquire new skills and develop old ones in ways you might not expect. Seminar and workshop activities will give you valuable practice in separating opinion from fact. You will use the tools of critical reasoning to form your own opinions, and you will learn the most effective ways to express those thoughts.

Discover New Applications for Your Coursework. You will find that many of the subjects you are now studying—math, English, science—have real-world applications to governmental concerns such as balancing the budget, drafting legislation, and protecting the environment. Seeing how these subjects are used in the real world can help you see the importance of studying them in school.

Be Better Prepared for Your Further Education. A growing number of universities and colleges will take into consideration your participation in the Close Up Washington program as they make decisions on admissions and scholarships. Close Up Washington may even spark your interest in a particular major or career.

"I am now a junior in college, and I still refer back to the information I received in seminars. I really think that the Close Up program is the best program in high school—it was an experience I will never forget."

Karen Wilson
New Castle, Delaware

New Research Findings

Atlanta, Georgia: A 1990 study, "The Effects of Close Up Participation on Georgia High School Students' Political Attitudes and Behavior," by Angela M. Harwood, Emory University, concluded that:

Students said that attending the program had given them:

- new ways to look at politics
- new understanding of and respect for political processes
- more positive opinions of public officials
- more confidence in voicing political opinions
- greater awareness of cultural diversity
- better critical-thinking skills

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Your Close Up Washington Week

The week is built around a series of carefully sequenced onsite, participatory learning activities—including a wide variety of seminars, workshops, and study visits. Some schools may select to take part in special focus programs offered in addition to the original Close Up Washington program: "Washington and Williamsburg," "American Rights: Their Foundation and Future," "Campaign '92: The Road to the White House," or "The United States in the Global Community." All program weeks follow the same basic format.

Government and Issues Seminars

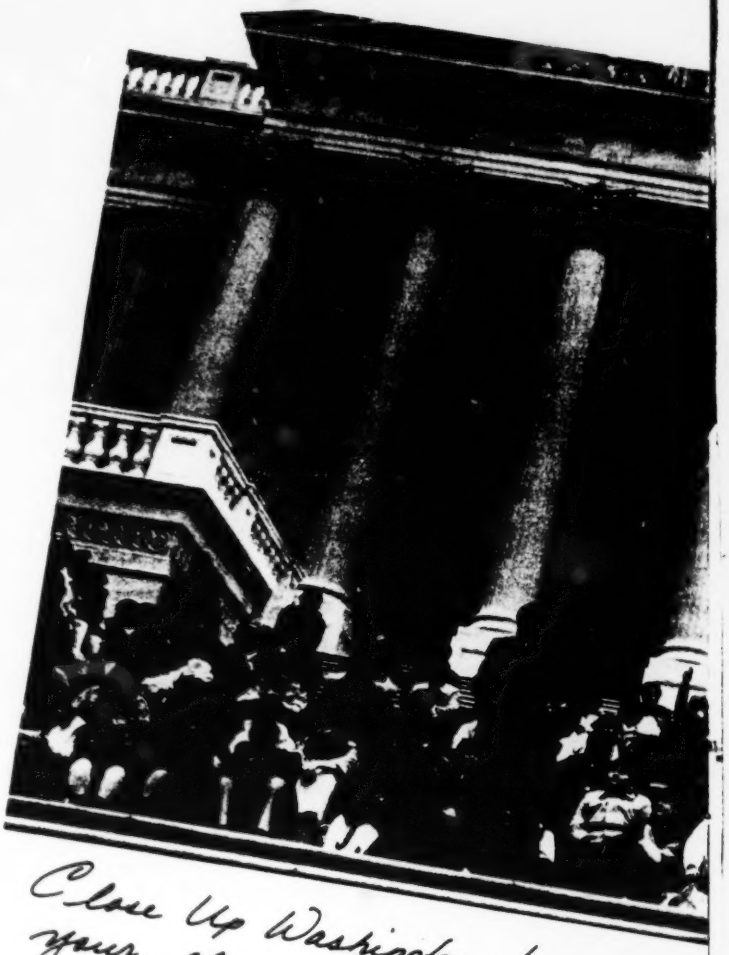
You'll take part in eight to ten seminars, each featuring a different "Washington expert." Seminars are thirty to sixty minutes long and begin with a short introductory presentation by the speaker, followed by a question-and-answer session. Seminar topics may examine the Supreme Court and the judiciary; the president and the executive branch; Congress and the legislative process; lobbying and special interest groups; foreign policy and defense; the news media; and much more.

Topical Seminars

You will also attend a topical seminar of your choice designed and led by Close Up instructors. Each "topical" focuses on a special social, political, international, or economic issue.

Legislative Seminars

If Congress is in session during your program week, Close Up will make every effort to schedule seminars with your own representative and senators or their staff members. However, the busy work schedules of members of Congress do not always permit such meetings. If Congress is not in session, or your representative and senators are not available, Close Up will arrange other interesting activities.



Close Up Washington turns the classroom.

"I think I can honestly say that I learned something new at every single activity that we did. Considering how much we did, that is really saying something."

Jonathan Gunn
Druid Hills High School
Atlanta, Georgia

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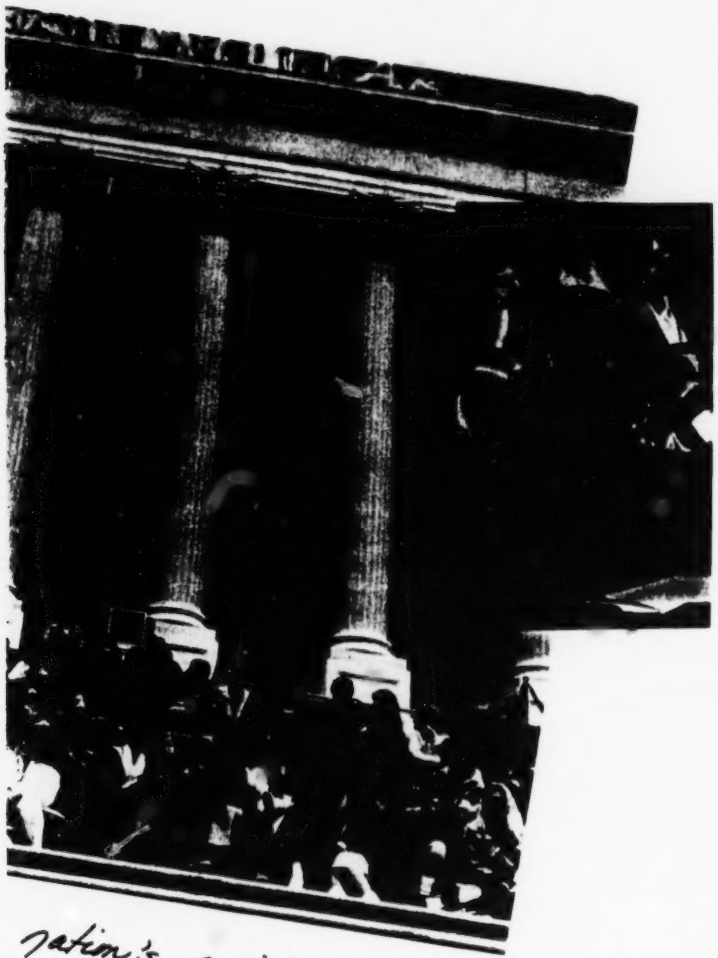

Latin's capital into

"The program was an educational experience beyond any you could ever achieve in a classroom. The part of Close Up that I enjoyed the most was the workshops. In the workshops, we got to know other students through the issues we discussed. Everyone expressed an opinion and got involved."

Edward Hill
L'Anse Creuse High School
Mount Clemens, Michigan

Daily Briefings

Prior to most seminars, Close Up staff will brief you with background information on the speaker and his or her topic. This will help you participate in the question-and-answer discussion included in the seminar.

Study Visits

Close Up staff will guide you to explore such sites as the National Archives, the Vietnam Veterans Memorial, the Capitol, and many other federal institutions and governmental agencies around Washington.

Daily Workshops

Conducted by Close Up program instructors, these small, informal workshops let you discuss issues and daily events with about 15-20 other participants.

Student-Teacher Meetings

Three times during the week, you'll talk with your teacher during scheduled meeting times. Of course, you will have contact with your teacher throughout the week and have other opportunities to talk with him or her.

Scheduled Independent Activity Time

During the designated free time, you'll have the chance to visit such popular sites as the Smithsonian Institution, the National Archives, Georgetown, the Library of Congress, Arlington Cemetery, the National Zoo, and the Jefferson Memorial.

Social Activities

You will have time to socialize with your friends as you eat lunch and dinner in different Washington government buildings or at informal metropolitan restaurants, during theater night, and at a final banquet and dance.

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Sample Schedu

Note: Speakers, sites, and acti

SUNDAY

Registration at hotel

Get-acquainted dinner

Orientation

Small-group workshops

MONDAY

Breakfast: hotel

Keynote Seminar

Hollis McLoughlin, assistant secretary of policy management, Department of the Treasury
Department of Health and Human Services Auditorium

Washington Study Visit

A tour of the city's neighborhoods and landmarks

Lunch: Smithsonian National Museum of American History

Group photograph at the Capitol

Judiciary Briefing and Seminar

John Martin, federal prosecutor, U.S. Attorney's Office
Department of Interior Auditorium

Dinner: hotel

Media Briefing and Seminar

Frances Hardin, correspondent, CNN (Cable News Network)

Workshops

Student-Teacher meetings

TUESDAY

Breakfast: hotel

Walking Workshops

Capitol Hill

Current Issues Briefing and Seminar

Eric Sterling, executive director, Criminal Justice Policy Foundation
American Film Institute Auditorium, John F. Kennedy Center for the Performing Arts

Lunch: The Old Post Office Pavilion

Workshops Without Walls

Guided exploration of select sites in the city

Presidency and Foreign Policy Seminar

Robert Berls, director, American Committee on U.S.-Soviet Relations
Brookings Institution Auditorium

Large-group activity on the Constitution

Dinner: Armand's Pizzeria

Domestic Issues Briefing and Seminar

Susan Brackin, executive director, Eagle Forum
Eric Mazur, legislative director, Americans for Democratic Action

Workshops

le of Activities

ities vary from week to week.

WEDNESDAY

Breakfast: hotel
Capitol Hill Seminars with members of Congress
Independent study time on Capitol Hill
Lunch: Rayburn House Office Building
Capitol Hill Seminars and study time continued
Dinner: Union Station
Workshops

THURSDAY

Breakfast: hotel
Topical Seminars (students' choice)
"States' Rights and the World: The Baltic Republics and the U.S.S.R."
"Business and the Environment: Who Will Be Responsible?"
"Lines in the Sand: Persian Gulf History"
"Homelessness: Issues and Actions"

International Onsite Study Visit
Edgar Maya, public affairs officer, OAS
Organization of American States
Lunch: The Shops at National Place
International Relations Briefing and Seminar
Vadim Medish, professor of government, American University
The American University
Workshops at hotel
Defense Briefing and Seminar
Representatives of the Army, Air Force, Navy, and Marines
The Pentagon
Evening at the Theater
"My Fair Lady"
The Harlequin Dinner Theater

FRIDAY

Breakfast: hotel
Student-Teacher Meetings
Transfer to free time in Washington
Options include: Arlington Cemetery, the Smithsonian Institution, or Georgetown
Lunch on own (meal money provided)
Student-Teacher Meetings
Workshops
Farewell Banquet and Dance

SATURDAY

Depart for home

Close Up Washington: An All-Inclusive Program

Your school's Close Up teacher can tell you the program price for your community this year.

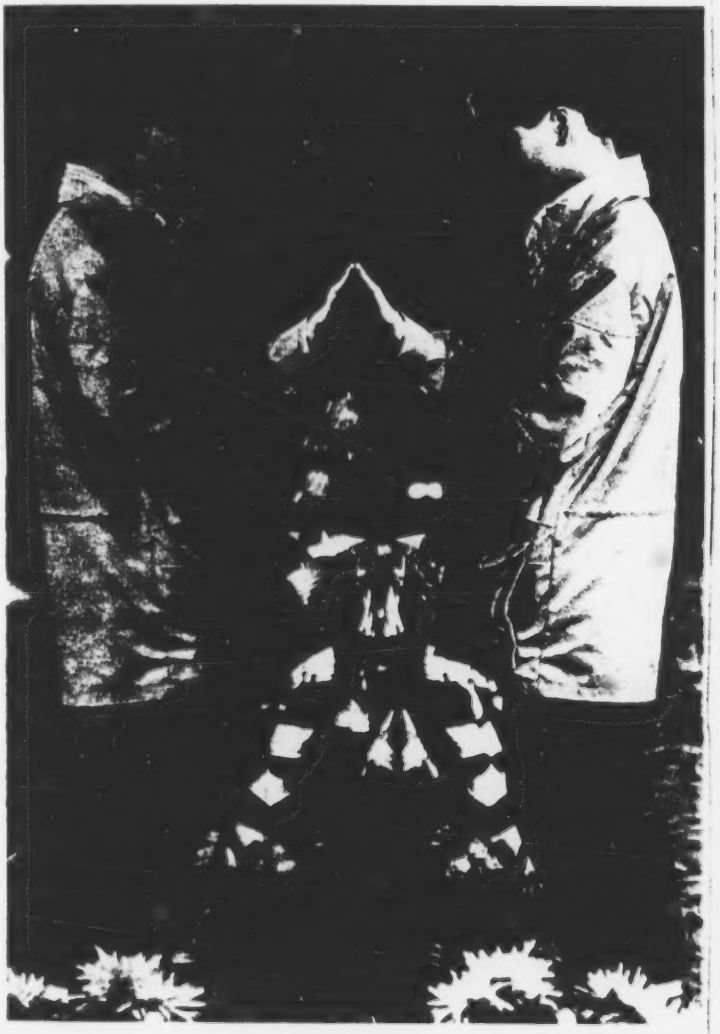
The Program Price Includes:

- Six nights of lodging at a hotel in the metropolitan Washington area
- Roundtrip group transportation arranged by Close Up between a selected point in your community and the hotel in Washington, D.C.
- Other designated transit expenses
- All meals during the program
- All program instruction
- All planned sightseeing, entertainment, and excursions, including entrance fees
- All academic materials, including *Preparing for Close Up, The Washington Notebook, Perspectives,* and *Current Issues*
- Tickets to the theater or other cultural event
- A final banquet and dance
- Full administrative supervision
- 24-hour nursing consultation
- A specially designed supplemental policy of life, health, and accident insurance (limited to $4,000 life and up to $2,500 for each accident or illness)
- All tips and gratuities
- A $50 **nonrefundable,** nontransferable registration deposit

The Program Price Does Not Include:

- personal expenses (such as souvenirs or snacks)
- special dietary needs (kosher meals are available for an additional $65)
- support services required for temporary disability incurred prior to the program (special arrangements and their costs are determined on an individual basis)

For economy and convenience, Close Up encourages all participants to use group transportation arranged by Close Up. If special circumstances require you to travel separately from the group, see your Close Up teacher. Regulations governing Close Up group transportation do not permit one-way travel.



A study visit to the Vietnam Veterans Memorial will be an unforgettable part of your week.

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Special Section for Enrolling Students! Pull Out and Post!

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How Can You Enroll in Close Up Washington?

Enrollment is easy. Here are the step-by-step instructions.

- Complete the participant application. (You can get an application from your school's Close Up teacher.) Make sure the form has the necessary signatures.
- Submit the application and a $50 nonrefundable, nontransferable deposit to your Close Up teacher by the deposit/application deadline.
- Submit the final payment to your Close Up teacher by the final payment deadline. (See your Close Up teacher to find out the exact amount of the payment that is due. All program payments may be made by check, money order, Mastercard, or VISA.)

(Participants whose checks are returned to Close Up for nonpayment will be charged a $20 fee.)

Cancellations and Refunds

If you decide to withdraw from the program after you have submitted your deposit, notify your Close Up teacher, who will contact the Close Up office.

In the event of withdrawal, the following terms apply:

- The $50 deposit is **nonrefundable** and nontransferable.
- No refunds can be made for merit donations.
- The refund check from Close Up will be made payable only to the person from whom payment was received.
- Please allow four to six weeks for refunds to be processed.
- Refunds are made by written request and should include the amount of the refund.
- Unless instructed otherwise, refund checks will be sent to the school.
- Full refund (less the $50 nonrefundable deposit) will be made if cancellation is received by Close Up at least two weeks prior to scheduled participation date. A cancellation fee of $250 (including the $50 deposit) will be charged for cancellations received less than two weeks prior to participation.

Ready for Washington?

Packing

Baggage Allowance—You may bring only one regulation-size suitcase and one small carry-on suitcase. This should be ample for your needs for one week and easy for you to carry. Most people tend to overpack. If you are in doubt about an article, don't bring it!

Baggage Identification Tags—You will receive baggage identification tags from your school's Close Up teacher. Write your name and address on the tags, and attach them to your suitcases before you leave home.

Wardrobe, Etc.

When selecting your clothes, remember:

- You will be doing a lot of walking. (Comfortable shoes are essential. Do not bring new shoes.)
- Though dress is generally informal during the week, there are two evening occasions when guys may wish to wear a coat and tie, and girls may wish to wear a dress or dressy pants. Jeans or shorts are not recommended attire on Capitol Hill Day.
- A swimming pool is sometimes available at the hotel. Ask your Close Up teacher for information about your hotel; you may wish to bring a swimsuit.

Washington Weather—November, December, January, and February are generally cold and sometimes wet, with a chance of snow. If you are participating in Close Up during the winter months, be sure to bring warm, protective clothing, including gloves and a hat. Spring is unpredictable, so come prepared for uncertain weather. It may rain, so an umbrella or rain hat can come in handy.

Optional—You might consider bringing some of the following: needle and thread, extra pair of eyeglasses, sunglasses, camera, plenty of film, stamps, and travel alarm clock.

Required—Don't forget your pens, pencils, and your copy of *Current Issues*.

Spending Money

All of your daily needs are covered in your Close Up program price. The only additional expenditures you may want to make will be those of a personal nature, such as snacks, gifts, souvenirs, and film. You will be quite busy during your stay in Washington and will have little time to shop.

It is a good idea to bring your funds in traveler's checks, which are readily accepted throughout the Washington area. It is difficult to have money wired to you if you should need it. Close Up and the hotel facilities cannot be responsible for cash or other valuables that are lost or stolen.

Lost and Found

We advise you not to bring valuable jewelry or other valuable possessions to Washington. Close Up provides a lost-and-found service for participants, but neither Close Up nor your hotel can be responsible for any loss or theft of personal property. **Please be sure to mark all possessions with your name and address.** Cameras in particular may look alike, and you must occasionally check them before entering government buildings.

Arrival in Washington

When you arrive in Washington, transportation will be provided to your assigned hotel. (In the rare circumstance that your suitcase is lost en route, you should report the loss to the Close Up staff before you leave the airport.) You will go directly to your hotel and check in at the Close Up registration table. At check-in, you'll receive your room assignment, program materials, and other detailed information about your week.

Program materials will include *The Washington Notebook*, which contains information on participating in seminars, workshops, and Capitol Hill activities, as well as suggestions for taking Close Up home. After check-in at the hotel, you'll attend a general orientation meeting and get better acquainted with your new friends.

Program Rules

By enrolling in Close Up Washington, you agree to follow four Close Up regulations. These rules are strictly enforced. Infractions of these rules may result in immediate dismissal from the program, in which case your school and parents are notified, and you will return home immediately, at your own expense, with no refund of any payments.

1. At no time are male students permitted to visit in female students' rooms. At no time are female students permitted to visit in male students' rooms.
2. Possession and/or use of alcoholic beverages or drugs, other than those medicines prescribed by a doctor, are absolutely forbidden.
3. Theft, abuse, or defacement of any property or facility is strictly prohibited.
4. Students are to follow the scheduled daily activities as directed and cooperate fully with Close Up staff.

Final Countdown Questions . . .

- ☐ **Have you reviewed and packed *Current Issues*?**
- ☐ Have you attached your baggage tags to your luggage?
- ☐ Have you been reading up on national and international events?
- ☐ Have you looked up the names of your senators and representative?
- ☐ Do you know your school's congressional district number?
- ☐ Did you read and understand the Close Up rules and regulations?
- ☐ Do you have a permission slip to travel in a privately owned vehicle if you plan to visit relatives or friends during independent activity time on Friday?
- ☐ Have you notified the Close Up office of any special needs you may have?

If you can answer "Yes" to all these questions, congratulations! You're on your way to a Washington adventure!

How Can You Prepare for Your Washington Experience?

Because your Washington experience depends on your informed participation, the more time you invest in preparing for Close Up, the more you will benefit from it.

Before you come to Washington, your Close Up teacher will give you a copy of *Current Issues* and *Preparing for Close Up*. An easy-to-read book, *Current Issues* provides background information and differing opinions about the national and international issues you will discuss in Washington. *Preparing for Close Up* contains important facts about government that you should know before coming to Washington as well as suggestions about ways to prepare for your trip.

By reading *Current Issues* and by following the suggestions in *Preparing for Close Up*, you'll get much more out of your week in Washington. Be sure to bring these books with you to Washington.

CLOSE UP FOUNDATION

Close Up Foundation
44 Canal Center Plaza
Alexandria, Virginia 22314
(703) 706-3618

"Our two daughters had the opportunity to be involved in Close Up this year. My husband and I feel the most important benefit is the awareness each student gains after being exposed to the varied speakers, programs, seminars, cultural events, and contact with the program instructors; these were a very essential and vital part of your program."

Suzanne Cohan
Pensacola, Florida

Close Up Washington Staff

During your week in Washington, you will work very closely with Close Up's experienced program staff. They will be on hand at all times during your stay to ensure that your time in Washington, D.C., is safe, educational, and enjoyable.

Program Instruction. The staff person you will probably come to know best is your Close Up program instructor (PI). Your PI will serve as a resource and guide during all scheduled program activities and will coordinate all your workshops. Throughout the week, your PI will be on hand to discuss issues, ideas, and whatever else is on your mind, helping you to get the most from your Close Up experience and sharing with you their knowledge about current events, our government, and the nation's capital.

Nursing Consultation Services. The Close Up staff at each hotel includes a nurse for handling the medical needs of students and teachers during the program. The nurse is available for emergencies on a 24-hour basis from 4:00 p.m. on the Sunday you arrive until 9:00 a.m. on Saturday. Less serious needs are taken care of during two daily scheduled sick calls. (The nurse will not give injections.)

Should you require emergency hospitalization or the care of a physician, Close Up will make the necessary arrangements to ensure that you receive medical attention promptly.

Participant Security. The Close Up staff at each hotel includes nighttime supervisors. In addition, each hotel has its own security staff. Every evening, Close Up staff members conduct room-checks after curfew to ensure that everyone is in his or her room and to monitor the halls throughout the night.

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Close Up Washington Is for Teachers, Too!

Your school's Close Up teacher will accompany you to Washington and stay in the same hotel with you during the program week. However, Close Up staff will supervise all your activities throughout your stay, enabling teachers to observe student program activities or participate in their own specially designed Program for Teachers. Many teachers divide their time between the two programs.

The Program for Teachers. Teachers attend their own seminars and workshops on national and international issues as well as topics of particular interest to educators. Educational tours of Capitol Hill, city neighborhoods, and prominent cultural sites give teachers a broad overview of the unique character of Washington.

The flexibility of the program permits teachers to use Washington's vast historical and political resources to meet their professional needs. Teachers may also attend committee hearings or view sessions of the House and Senate from the public galleries.

Close Up teacher program coordinators work with educators throughout the week, helping them to draw the maximum professional and personal benefit from each program activity.

Close Up Washington offers educators a unique professional development opportunity.

"Teachers who participate in the program return to share many experiences in the classroom that enhance instruction. My enthusiasm for teaching American history is renewed with each trip I take to the nation's capital."

Eileen D. Woodward
Teacher, Southern High School
Durham, North Carolina

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Close Up's Four Cardinal Rules

By enrolling in Close Up Washington, you agree to follow the Close Up rules and regulations of personal conduct.

Please remember that the Close Up Foundation is not only responsible for your safety and well-being, but also for upholding the wishes of your parents, teacher, school principal, and the many supporters who have a vested interest in your participation. To ensure that your stay is pleasant and trouble-free, you must observe the following rules.

- At no time are male students permitted to visit in female students' rooms and vice versa.
- Possession and/or use of alcoholic beverages or drugs, other than those prescribed by a doctor, are absolutely forbidden.
- Theft, abuse, or defacement of any property or facility is strictly prohibited.
- Students are to follow the scheduled daily activities as directed and fully cooperate with Close Up staff.

Infractions of these rules may result in immediate dismissal from the program. In case of such a dismissal, your school and parents are notified, and you will return home immediately, at your own expense, with no refund of any payments.

These rules are strictly enforced. Students who feel that they cannot observe the rules while in Washington, D.C., are advised not to participate in the program.

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Close Up Policies

Daily Participation. You are required to participate in all scheduled daily events unless you are ill. It is your personal responsibility to be aware of the daily schedule and to be on time. You may not leave the hotel or the group unless you have received specific permission from the Close Up program supervisor.

Evening Curfew. Each evening, the Close Up staff will set curfews stating when you should be in the hotel and when you should be in your room. Generally, the hotel curfew will be 7:00 p.m., and the room curfew will be 11:00 p.m. The Close Up staff will strictly enforce these curfews.

Motor Vehicles. You may not rent, borrow, or drive a motor vehicle of any sort while participating in the Close Up program. You may not be a passenger in a private motor vehicle (excluding cabs) without prior written parental permission. This includes the period of independent activity time on Friday afternoon.

Visitors. You may receive visitors only during the independent activity time on Friday and only if you have prior written parental permission. If you have relatives or friends you wish to see in Washington, notify them in advance of this independent activity time. You may not spend a night away from the hotel or leave the group during the Close Up week.

Meals. Vegetarian and kosher diets can be provided by the Foundation. There is an additional charge of $65 for kosher meals.

Smoking. Smoking will be restricted to designated areas on the program and in the hotels. Smoking is not permitted in student rooms, on buses, in seminars, or in workshops.

Exploring Memorials our past.

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historic sites like the Lincoln gives you a close up look at

"The Close Up program helped me realize more about the government and its role in my life. Although it was only a week, I know that in some way I've taken the experience home with me to use in my everyday activities."

Ronnie Del Rio
Seton Catholic High School
Chandler, Arizona

Community Concept. If your school is affiliated with Close Up (meaning you are not a participant-at-large), you will travel to Washington with other student groups from your home community. Usually, your community group will share a hotel with two or three groups from around the nation, so you'll meet many new people from your own community as well as other areas of the United States.

Room and Roommate Assignment. You may request to room with one student from your school. Although every effort is made to house you with your chosen roommate, Close Up cannot guarantee that you will room with that person.

Students are housed four to a room, so you will likely be rooming with students from another school. Generally, each room has two double beds, and two students share each bed. You are not allowed to change roommates after you have been assigned to a room.

The opportunity to live with students of different social, geographic, ethnic, and cultural backgrounds is an important part of the Close Up experience. You may be assigned to living quarters with students whose backgrounds are different from yours. These assignments are strictly enforced. Students who are unable or unwilling to comply cooperatively with these assignments will be subject to dismissal from the program.

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Meeting the Costs of Participation

Self-Sponsored Participation. Many students cover some or all of the cost of participation themselves. Often these students receive support from their parents and relatives. Others sponsor themselves through part-time and summer employment.

Merit Donations. In addition to fellowship funds (described on next page), many students work with their teachers to seek support from community businesses and civic groups. Donations of this type may be tax deductible if the donor is not a member of the sponsored student's family. Donors should consult their tax advisers.*

If a corporation, business organization, or person wishes to make a donation to the Close Up Foundation to support your school's participation in the program, the donor's name and address must be attached to or printed on the check.

IMPORTANT: Donations to the Close Up Foundation are nonrefundable.

Fundraising Events. Students also hold fundraising events to help defray the cost of the program price. Successful fundraising events have taken the form of auctions, concerts, talent shows, and community service projects such as neighborhood cleanups and recycling drives. See your Close Up teacher for more details.

*The Close Up Foundation is a 501(c)(3) tax-exempt organization. It is recognized as a public foundation in accordance with sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code. Contributions to Close Up are tax deductible.

"I now have a solid basis to believe in our government and realize that one person can make a difference. Now, more than ever, I value the freedom I have as an American!"

Jackie Cochran
Bartlesville High School
Bartlesville, Oklahoma

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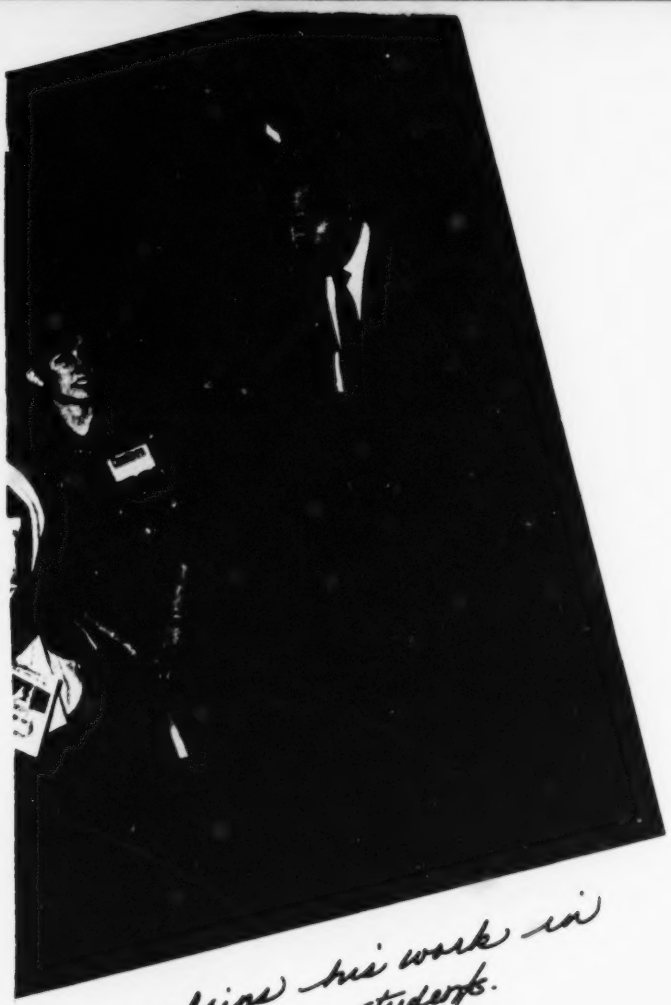

Dole explains his work in grave of Kansas students.

"Your Foundation has offered hundreds of thousands of young people an invaluable view of the fundamental systems that govern this nation. In so doing, it has increased their understanding of government, and I hope, has encouraged them to be more active participants in the processes that shape our society."

Senator Claiborne Pell
Chairman
Subcommittee on Education,
Arts, and Humanities

Close Up Student Fellowship Funds. Close Up awards fellowship funds to many participating schools. These funds are intended to help support the participation of students in need of financial assistance. These students' families must meet certain income eligibility guidelines established by the Foundation. Talk to your Close Up teacher to learn more about fellowship eligibility.

The Foundation's financial base is made up of a unique private/public sector partnership involving local, state, and federal government and many corporations, foundations, institutions, and individuals.

The Allen J. Ellender Fellowship Program. The core of this financial support is the Allen J. Ellender Fellowship Program, established by a joint resolution of Congress in 1972 as a memorial to the late president *pro tem* of the Senate. The Louisiana senator was an early and strong supporter of the Close Up community concept. Administered by the Foundation through the U.S. Department of Education, this fellowship program was reauthorized in 1976, 1981, 1984, and again in 1988. It provides a portion of the Close Up fellowship funds awarded to participating schools in each Close Up community.

Matching Contributions. The Close Up Foundation works each year to develop funds to match those supplied by its congressional mandate. These funds are provided by the private sector both nationally and within each affiliated Close Up community. The tax-deductible contributions help support the Foundation's commitment to making Close Up citizenship education opportunities available to all students. Sponsors include major corporations as well as local businesses, individuals, foundations, and industries. Close Up's largest single private donor is Burger King Corporation, a partner in educational achievement.

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Students with Physical Handicaps or Visual or Hearing Impairments

Prior to enrollment, parents and teachers of nonambulatory participants must contact the Close Up supervisor of health services to determine whether the Foundation can offer the necessary support services. Applicants intending to come during regular program weeks must have enough muscle control to attend to their own personal care and must require minimal assistance boarding buses. However, Close Up offers a specially designated week for severely handicapped participants who need motorized wheelchairs. Lift vans are available that week. Please contact your Close Up teacher for information.

Visually impaired students may enroll with their school or community during any program week, provided they notify the Close Up supervisor of health services at the time of enrollment.

Close Up provides interpreter services for hearing-impaired participants during three scheduled program weeks. Any hearing-impaired student requiring an interpreter must participate during one of these three weeks or provide his or her own interpreter.

Close Up gives visually impaired experience of Washington landmarks.

"With this letter, I express my gratitude for your kindness and assistance at the Close Up program in Washington. I really had a good time and learned many new things about American government as well as current events. I appreciate all your help there."

Elizabeth Lauwidjaja
Florida School for the Deaf and Blind
St. Augustine, Florida

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Students a hands-on

Health and Insurance Information

The Close Up week in Washington is very strenuous and requires extensive walking, climbing stairs, and making numerous bus transfers. If your health or physical condition changes after enrollment (for example, if you break a leg or develop a serious illness), your Close Up teacher and a parent must contact the Close Up supervisor of health services to determine if we can accommodate you with special arrangements or if you should reschedule your trip.

Please bring any medicine—nonprescription or prescription drugs—that you need to take regularly. Also bring any equipment, such as crutches, braces, or ace wraps, that you use on a routine basis.

All Close Up participants are covered by a health and accident insurance policy that provides supplemental medical coverage up to $2,500 for each accident or illness and life coverage up to $4,000. Parents may wish to purchase additional insurance.

Coverage begins on the date of departure from the group (community) embarkation point and terminates when the group arrives at the (community) release point after completion of the program.

Close Up's insurance does not cover treatment of medical conditions or injuries that may occur prior to your participation in the program; it also does not cover dental work, problems associated with pregnancy, or self-inflicted illness or injury.

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Senator Allen J. Ellender

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965-910

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